

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.813
	STATE OF HAWAII	2.814
.....		2.815
		2.816

Minimum Qualification Specifications
for the Classes:

TOURISM SPECIALIST III, IV, V AND VI

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree which included completion of a 3 semester credit course in each of the following areas: 1) economics; 2) business statistics; and 3) business or public management or administration. Excess work experience as described under Specialized Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree with the course work cited above may be substituted for the required education on a year-to-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind and quality described below:

Class Title	Specialized Experience (years)
Tourism Specialist III	1-1/2
Tourism Specialist IV	2-1/2
Tourism Specialist V	3-1/2
Tourism Specialist VI	4-1/2

Specialized Experience: Progressively responsible professional analytical work experience which demonstrated the possession and application of knowledge of the tourist industry, its economic characteristics and related knowledge, such as tourist related services and their inter-relationships; tourism development requirements; tourism impact on social or cultural factors; etc. Such experience must also have demonstrated that the applicant applied statistical methods and techniques and considered governmental impact on the tourist industry (e.g., through regulation or policy) in the conduct of the analysis. The applicant also must have demonstrated the ability to conduct research on a variety of matters relating to the tourist industry.

Substitutions Allowed:

Substitution of Education for Experience:

1. In addition to meeting the minimum educational requirement, satisfactory completion of all academic requirements for a bachelor's degree in travel industry management from an accredited college or university may be substituted for one-half (1/2) year of the Specialized Experience required.
2. Satisfactory completion of all academic requirements for a master's degree in travel industry management may be substituted for one (1) year of the Specialized Experience.

Non-Qualifying Experience: Clerical experience is not qualifying. Also, experience which may have been professional in the management of an established tourist service (e.g., hotel or transportation service) which did not require and demonstrate the possession of economic, statistical and/or analytical research, and other knowledge, skills and abilities such as required above, is not qualifying.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

- - - - -

This is the first minimum qualification specification for the new classes TOURISM SPECIALIST III, V and VI; and an amendment to the specification and a change in code number for the class TOURISM SPECIALIST IV, (2.859) to 2.814, which was approved on June 23, 1978.

DATE APPROVED: 6/28/96

/s/ Ann K. Kon
JAMES H. TAKUSHI
Director of Human Resources Development